



# Australian College of Commerce & Management

## Web Page Design for Small Business Operators

😊 **Government  
Funded\***

This is a rare opportunity to develop a professional looking website for your small or medium sized business for next to no cost !!!

This course is funded by the NSW Department of Education and Training\*, with your business only required to make a contribution of \$373 towards the course costs.

**Website worth  
\$3000 for  
only \$373**

For your \$373 you get a high quality website template and the hands on instruction and help to tailor the site to your needs.

And – no prior web design experience is required !!! And – you don't need any costly computer programs or equipment.

**No experience  
required 😊**

You will learn these exciting new skills through 5 evening workshops (one a month) conducted locally by highly experienced trainers.

Look up these websites developed by small business owners in previous College courses!!!

- [www.voiceworx.com.au](http://www.voiceworx.com.au) (a complex site)
- [www.beginnow.com.au](http://www.beginnow.com.au) (a simple site)
- [www.catering2u.com.au](http://www.catering2u.com.au) (for lots of pictures)
- [www.lcpackaging.com.au](http://www.lcpackaging.com.au) (a visually attractive site)

This is what you can achieve by attending the course workshops and dedicating the time to develop your web skills.

Please review the following details to ensure that the course will suit you. Note that you will be provided with the opportunity at the first workshop to withdraw from the course (with a refund) if you decide that the course is not suitable to your needs. Refunds after this point are not possible.



# Webpage Design for Small Business Owners

## COURSE CONTENT

**QUALIFICATION OUTCOME:**

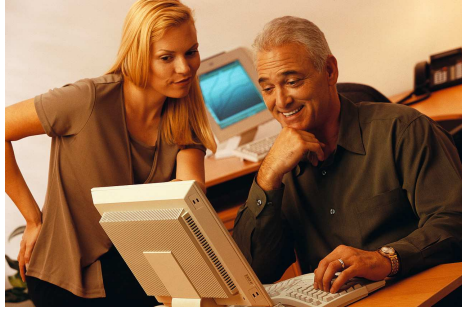
Statement of Attainment

**APPROXIMATE TIME COMMITMENT:**

**3-6 hrs per week** (depending on complexity of webpage you wish to design)

**COURSE OUTCOMES:**

Participants will walk away from this course with a webpage suitable for their small business that can be easily updated by them as needed - saving expensive web development costs.



**Note NO webpage experience is needed for this course.**

Specific content includes:

- Basic html codes and tags
- On-line research and marketing
- Hosting and Domain Names
- Websites as marketing tools for local and international markets

## IMPORTANT FACTS

**ENROLMENT FEE:**

Non-refundable fee of \$373

**PLACES AVAILABLE**

15 students (on first enrolled basis)

**DELIVERY METHOD:**

5 Evening Workshops with compulsory research and web design tasks to be completed between workshops (approx 3 – 6 hrs pw)

**WORKSHOP LOCATION:**

Australian College of Commerce and Management  
Level 1, 90 Market Street Wollongong

**WORKSHOP TIMES:**

5.45pm – 8.45pm

**START DATE:**

Tuesday 17<sup>th</sup> February 2009

**COMPLETION DATE:**

All assignments must be completed by 28<sup>th</sup> July 2009

**COMPULSORY WORKSHOP DATES:**

1. Date: Tuesday 17<sup>th</sup> February 2009
2. Date: Tuesday 3<sup>rd</sup> March 2009
3. Date: Tuesday 7<sup>th</sup> April 2009
4. Date: Tuesday 5<sup>th</sup> May 2009
5. Date: Tuesday 16<sup>th</sup> June 2009

**COMPULSORY ATTENDANCE EVENING:**

in Wollongong on Tuesday 28<sup>th</sup> July 2009

## COURSE CRITERIA

- Employment in a Small Business in the Illawarra area
- Basic PC Skills and experience using a word processing package at basic level

## REQUIRED RESOURCES

All required resources are provided including a professional webpage template but you will need a:

- PC or Laptop with internet access (sorry we are unable to offer this course to Apple Macintosh users)

## IMPORTANT INFORMATION ABOUT GVT FUNDED COURSES

### ENROLMENT PROCESS

Places in this course are limited.

Applications are processed on a first in basis, except that enrolment may be restricted to people who have participated in past government funded courses which they have not completed.

Enrolment Forms are available at [www.austcollege.com.au](http://www.austcollege.com.au) or by calling 02 4225 9881 and may be submitted by email (in scanned format), fax or post. The College will advise successful applicants of their entry into the course by email or letter.

Applicants must pay the compulsory Enrolment Fee at the time of enrolment. Payment can be by Visa, Mastercard, Cheque or Postal Order.

The Enrolment Fee is not refundable once the course starts however you will be provided with the opportunity at the First Workshop to withdraw from the course (with a refund) if you decide that the course is not suitable to your needs. Refunds after this point are not possible.

### HOW THE COURSE OPERATES

All College courses are Nationally Accredited Training.

Five evening workshops will be delivered to teach you the skills and knowledge required for this course. Attendance at these workshops is compulsory. If you identify that you cannot attend a workshop you must contact the College to discuss your situation.

Between each workshop you will have compulsory homework assignments. These must be completed before the next workshop.

In between workshops you will have access to your Trainer to obtain assistance and support by phone and email. This support will be limited to the specific course content. Sorry but support for complex web design requests is outside the scope of this course.

You will be required to commit further evenings at the end of the course if you have not at that time submitted all work due as at that date.

### COMPLETION OF ASSIGNMENTS AND THE COURSE BY THE DUE DATES

The NSW Department of Education funds this course and so sets the required start and finish dates of the course. You must be willing and able to dedicate sufficient time to complete the course within this timeframe.

You are not permitted to enroll in more than one government funded class at the same time.

### OTHER FREQUENTLY ASKED QUESTIONS

Can I Use This Course To Update My Existing Website?

A: Please contact the College with your existing website details so we can see if this is possible

What Web Design Program is Used?

A: No specific web design software is used. We use "Notepad" which comes with most Office / Word applications.

